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RAB - Records Program

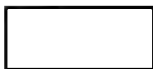
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Records - 4

17 March 1969

MEMORANDUM FOR: Chief of Planning Staff
Office of the DDS

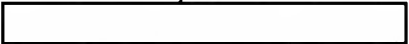

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1. The policy issues confronting the Records Program which I discussed with Mr. Bannerman Wednesday relate to the definition of what constitutes record material.

2. At the end of February 1969 the Agency record holdings totaled 101,643 cubic feet: supplemental distribution 20,333 cubic feet; vital documents 9,169 cubic feet; archives (including materials identified for Presidential Libraries) 7,166 cubic feet; and inactive records 64,975 cubic feet.

3. Supplemental distribution is composed of extra copies of finished intelligence publications which have been distributed throughout the Intelligence Community or the Government at large. These are not record material. They are publications and do not qualify technically for storage in a records center. They should not be a part of the Records Program and responsibility for their custody and administration should be transferred to the DDI. The Chief/Logistics Services Division should work with the DDI to find suitable space to accommodate the distribution function.

4. Vital documents are documents selected by the various Agency components as being essential to the reconstitution and continuing operation of the Agency in the event a catastrophe strikes the Headquarters Building. They are located  happens to be the emergency relocation site for the Agency. They were moved into the Records Center in 1961 from  to make space available to the Office of Communications and to save manpower. The entire emergency relocation planning system for the Agency requires re-evaluation.

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Excluded from automatic
downgrading and
declassification

25X1A Whatever comes of that, vital documents are not record material and they do not qualify for storage in the Records Center. In any case, most of them are duplicated elsewhere in the inactive records holdings in the Records Center. [] continues to be the relocation site we should be able to dispose of the vital documents collection and rely on the inactive records. [] is not to continue as the relocation site they should be moved elsewhere. 25X1A

5. Archives are historical documents which must be kept permanently. They are different from inactive records. They are historically and scholastically significant while inactive records are operationally and administratively significant. They are the permanent historical documents of the Agency while inactive records are temporary extensions of Headquarters file space. Archives are administered differently by different professional competences; they require a higher quality of storage space to ensure their permanent preservation; and they require a different kind and frequency of servicing than other categories of records. The basic premises of permanent archival retention are in direct conflict with the basic premises of records disposition. The objective of one is to preserve and retain and the objective of the other is to dispose and destroy. Archives do not belong in records centers: witness the separation of the National Archives from the Federal Record Centers.

6. Among the inactive records there are 9,000 cubic feet of records from OSS and predecessor organizations. There are also 15,000 cubic feet of records identified for permanent retention. This 24,000 cubic foot collection should be transferred to the Archives. Responsibility for the custody and administration of the archival collection should be transferred to the Historical Staff.

7. Transfer of the supplemental distribution and archives collections; disposal of the vital documents; and the transfer of 24,000 cubic feet of OSS and inactive records identified for permanent retention to the Archives leaves about 41,000 cubic feet of inactive office records. Responsibility of the Records Management and/or the Records Administration Branch should be limited to this latter collection.

8. All of these issues deal exclusively with the storage problem. Other elements of the Records Program include correspondence, reports, forms, and records' maintenance. The Agency does not have an effective records program to deal with any of these other elements. The responsibility for them has been decentralized to the Directorates and Independent Offices. None of them has an effective total records management program.

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The entire structure of the records management program in the Agency requires re-examination and change. We must get control over creation and maintenance if there is ever to be an effective control over disposition. This problem of structuring the elements of the Records Program other than storage and disposal is not among the points I discussed with Mr. Bannerman Wednesday morning. It will be the subject of a separate discussion and a separate paper. Essentially the issue is centralized or decentralized records management.



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Chief, Support Services Staff

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